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CLANDESTINE SERVICE SUPPORT OFFICERS' MEETING

DDS Conference Room

28 February 1973

1. Present were:

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2. Item of interest from the DD/P Staff Meeting - 28 February

a. New DD/P. Mr. Colby held his first DD/P staff meeting, noting that he is delighted with the assignment. He mentioned that he is exploring having the Office of the DD/P relocated on the 7th floor. At the meeting of CS officers in the auditorium on 5 March the Director will speak first, be prepared to answer questions, and Mr. Colby will then speak and reserve a question and answer period.

3. Items of interest from the DDS Staff Meeting.- 27 February

a. Grievance Procedure. Mr. Wattles discussed three recommendations of the IG to Mr. Colby which have been approved for action.

(1) "An educational program be launched to acquaint Agency personnel with the functions of the Office of the Inspector General, this program to include furnishing direct information through an Employee Bulletin or some other means; briefings for all Personnel Officers and associates so that in the conduct of their duties they would have a greater awareness of the IG role; presentations be made concerning the role of the IG at various levels of the training program."

(2) Directorates should review their personnel management procedures to ensure that there are easy and known opportunities for the presentation of employee grievances. Although the normal organizational channels should be able to handle grievances, in some cases special panels of employees' peers could be set up for grievance review. I believe it is very important that grievances be given a full airing and handling within the directorates and be brought to the Office of the Inspector General on an appeal basis.

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(3) A wider distribution and use of IG reports should be made by the directorates. Pertinent portions should be made known to interested individuals and especially any action taken by the components concerning the subject.

b. Letter of Appreciation. Mr. Karamessines sent a note to Mr. Coffey expressing thanks, "for the wonderful support we have received from your Directorate, both here and abroad. It is not too much to say that getting the Plans job done would be impossible without the daily close support and assistance of your associates in all of the several disciplines in which your Directorate functions...accept our thanks for a job well done."

c. DDS Change. Mr. Coffey announced that he will be leaving his job as DDS at a time not yet decided. He added that what he will do next is not yet decided.

4. Other items of interest.

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b. Notification of 7 January '73 Pay Raise. When the individual notifications were prepared the computer did not distinguish between those people who are open and those who have a cover to maintain, either here or abroad. The fact that the system calls for none of the notifications to be classified is being reviewed. As you know, none of the notifications for people abroad are to be transmitted abroad--you retain them in your soft file.

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c. [REDACTED] We assume most of you saw the book cable and DD/P's memo announcing this change of designation effective 5 March 1973. Note that use of the designation is restricted to official channels only and that disclosure to unauthorized individuals is prohibited.

d. Allowances in Foreign Areas. Within the near future it will be necessary for the Area Divisions, NOCAD, and the Administrative Allowance Committee to determine what action is to be taken with respect to adjustment of allowances as a result of recent devaluation of the dollar. We have received statistical information from the Office of Economic Research and the Office of Finance which will help to identify posts where adjustments may be required and have given you a copy. Please note that all personnel under official cover, and all NOC personnel who are not administered under the Administrative Allowance system, have their allowances paid on the basis of the Standardized Regulations

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and no adjustments will be made until the Department of State issues revisions. NOC personnel who are administered under the AAC may have their allowances adjusted as soon as the Committee can assemble the necessary information and establish criteria. It is requested that each Chief of Support determine who in his Division or Staff will be the responsible officer to work with the Committee in identifying problem areas and deciding what action is to be taken. Please advise us of the name of the action officer as soon as possible. Please also advise us if, after your review of the statistics, you conclude that you have no NOC personnel who will require adjustment in their allowances.

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e. Cover and Assignments. Refs: [ ] both dated 31 January 1973. The [ ] refers to "Clandestine Service personnel" who must complete a Personal Security Questionnaire at stated times. The ADDS considers that Support Directorate personnel assigned to CS components are "Clandestine Service personnel" within the requirement to complete the questionnaire. The [ ] makes it clear that all personnel under the jurisdiction of a COS/COB must complete the questionnaire at the time stated.

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f. Personnel Emergency and Locator Record. Over the past weekend the father of an officer's wife died in a foreign country. The Security Duty Officer found no record of the officer in the personnel locator system and only after several telephone calls was the SDO able to locate the officer and convey the news of death. The message here is obvious -- even if an employee is in temporary quarters the Form 642 should be completed the first day of reporting for duty.

g. Damage Report. We've heard from some of you on numbers from your component who would like to see the 40-minute film. So far there are enough to warrant using the auditorium, probably for two showings. We'll make a date when we have all responses.

h. Reduction in Field Reporting. This is a subject we must keep constantly in mind and continually question any reporting requirement which by today's standards and staffing might have outlived its usefulness or necessity. Especially in the administrative support area should we make a real effort toward streamlining and simplification. Will each of you spend as much time on this as you can and give us whatever suggestions you would like to have examined.

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i. [ ] Jack will be back at work about 15 March. He is feeling fine, is off medication, and his doctor feels with adequate rest during the next few days he will be able to resume full-time duties.

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j. Assignments.

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[Redacted]

k. Retirements

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[Redacted]

decided not to retire this summer.

l. Training

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[Redacted]

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m. Support Officers' Conference. The new date for the conference at

[Redacted] of members of the "S" Career Service has been set for 23-25 September.

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Please let [Redacted] know of any subjects you would like to have covered.

n. SOAG. Watch for a newsletter this week with the new membership and some items of interest.

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